



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO
ATTENTION OF
CSTE-DTC-WS-CG

MEMORANDUM FOR Commanders, Directors, Office Chiefs of Team WSMR

SUBJECT: Policy Letter #4: Prevention of Sexual Harassment

1. The Department of the Army is committed to providing a work environment free of sexual harassment. Sexual harassment in the work place can ruin careers, destroy a victim's health, lower productivity, and cost an organization millions in legal and settlement fees. I am totally committed to the Army's policy. Our employees, whether military, civilian or contractor, must be treated with dignity and respect.
2. Sexual harassment is defined in AR 600-20 as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and is an exercise of power, domination, and control. Both men and women can be victims of sexual harassment by anyone in the work place – supervisors, co-workers, employees, or non-employees. All service members and employees have a role to play in assuring a professional environment conducive to getting the job done. I charge each individual with the responsibility to maintain a professional attitude, treat others with dignity and respect, and monitor his/her own behavior.
3. It is imperative that installation leaders take positive action to ensure a work place free of sexual harassment. I hold leaders and management responsible for setting a good example; actively monitoring the work environment; publicizing and supporting the installation's prevention of sexual harassment policy; keeping subordinates informed on penalties for discrimination; providing sexual harassment training; conducting swift, fair inquiries into allegations; and taking appropriate disciplinary action. Adverse treatment of employees, whether military or civilian, because they report harassment or provide information related to complaints will not be condoned and may result in disciplinary action.
4. Sexual harassment is an inappropriate behavior that, in working together, we can prevent from occurring at the work place. The education of all service members and employees and a strong commitment to prevent sexual harassment are essential.
5. There is zero tolerance for error with this policy.

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6. Please disseminate this policy to all personnel and post a copy on official bulletin boards.

THOMAS R. BERARD, SES
Director

DISTRIBUTION:
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